

TOWN of HILLSBOROUGH REQUEST FOR LETTER OF INTEREST

THE TOWN OF HILLSBOROUGH DESIRES TO ENGAGE QUALIFIED PRIVATE ENGINEERING FIRMS (PEF) TO PROVIDE PLANNING AND DESIGN SERVICES FOR THE CMAQ -SIDEWALK CONNECTIONS PROJECT IN HILLSBOROUGH

The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform design and engineering services, permitting oversight, and construction document development.

The required work codes are:

- **00269 urban roadway design**
- **00433 hydraulic design tier I**
- **000199 route location and surveys**
- **00070 erosion and sediment control**
- **00287 wetland, stream, and buffer permitting**
- **00032 categorical exclusions**
- **00247 traffic control plans**
- **00270 utility coordination**
- **00171 public involvement**
- **00192 right of way appraisals**
- **00194 right of way negotiators**

The selected firm will report directly to the town. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the town. The PEF shall indemnify and save harmless the town/county for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is lump sum.

BACKGROUND

The Town of Hillsborough in 2009 applied for the Congestion Mitigation and Air Quality (CMAQ) Grant for the addition of sidewalks connecting nearby neighborhoods and commercial areas to the planned Riverwalk greenway. These sidewalks will provide safe, accessible, alternative pedestrian access routes between key destinations and the greenway trail. The proposed sidewalks will connect and improve existing sidewalk segments as well as provide new sidewalks where no pedestrian routes currently exists. The proposed project is realistic in terms of construction, operation, and service. Additionally, pedestrian crosswalks will be provided at either end of the commercial area on South Nash Street and across Allison Street.

In 2013, the town was notified by NCDOT that this CMAQ application was approved with federal funding awarded 80% and a 20% town match. The purpose of this RFQ is to select a consultant to review work completed to date, provide a limited view of any additional alternatives and complete design, bid documents and permitting oversight. All work shall be in compliance with NCDOT's federally funded municipally managed process according to the "Local Programs Management Handbook". The Town would like to put this construction project out to bid by March 2014.

SCOPE OF PROJECT

The Sidewalk Connections Project consists of several sidewalk segments along Calvin, South Nash, and Alison Streets and one segment of paved greenway connecting Allison Street to Gold Park. The following section includes a detailed list of the various segments of sidewalk and greenway sections with estimated lengths and concept design details:

1. Calvin Street: 450 linear feet of 5-foot wide concrete sidewalk with curb ramps and 3-foot wide grass strip
2. East side of S. Nash Street-140 linear feet of 5-foot wide concrete sidewalk with standard curb and gutter and 3-foot wide grass strip
3. West side of S. Nash Street- Removal of on-street parking and 175 linear feet of widened and improved concrete sidewalk with standard curb and gutter, this section includes two crosswalks with curb ramps
4. Eno Street- 240 linear feet of 5-foot wide concrete sidewalk with curb ramps
5. Eno Mountain Road: 300 linear feet of 5-foot wide concrete sidewalk with standard curb and gutter and 3-foot wide grass strip
6. Allison Street to Gold Park: 600 linear feet of 10-foot wide paved greenway, this section includes one crosswalk with curb ramps, and removal of existing guard rail

The Engineering firm shall provide engineering, design, and technical services associated with the following project elements:

1. Engineering Study -submission of an Engineering Study to NCDOT for review and approval which includes:
 - Existing condition survey and documentation
 - Design criteria

- Environmental review and documentation including meetings with NCDOT, NCSHPO, NCDENR
 - Utility evaluation
 - Public Involvement-public meetings with the Town to present the project and presentation of the preferred alternative
 - Alternative analysis with selection of preferred alternative from all alternatives considered
 - Preliminary Site Plan
 - Engineer's Estimate of Cost Preliminary Design-submission of Preliminary Design plans, hydrological and hydraulic data, Engineer's Estimate and other pertinent data as required to NCDOT for review and approval.
2. Final Design—submission of Final Design Plans, Right of Way (ROW) negotiations and acquisitions, contract documentation and specifications for bidding, and Engineer's Estimate.
 3. Permitting—coordination with Town staff, NCDOT, NCSHPO, NCDENR (if required)
 4. Bid Document Development and Bid Services

REFERENCE MATERIAL MADE AVAILABLE FOR USE:

The following existing data is available on the bid page of the town Web site and should be used as reference materials for all teams or firms responding to this request:

1. Gold Park construction documents and as built surveys
2. Calvin Street Greenway construction documents
3. Nash Street sidewalk construction documents and as built surveys
4. The Community Connectivity Plan, adopted June 2009
5. Data layers from the town's GIS, including utility line locations, will be made available upon request and to the selected team or firm.

SUBMISSION REQUIREMENTS

This is a design contract and will be awarded based on skill and proposed methods rather than price. The following are the criteria the town will use for selecting the most qualified team/firm:

1. Demonstrate experience and qualifications of assigned individuals.
2. Demonstrate a thorough understanding by the firm and principal staff assigned to the project of North Carolina Department of Transportation (NCDOT) Congestion Mitigation and Air Quality (CMAQ) Program and the requirements for the program for all phases of work.
3. Provide a listing of municipal or local government clients for whom general engineering and design services have been provided. Include client name, address, contact person, telephone number.
4. Identify any subcontractor or firm that may be used during the course of the contract.
5. Discuss methodology for project approach and management.
6. Draft schedule
7. Three (3) hard copies of proposal, One (1) electronic copy of proposal

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2.

Form RS-2 forms may be accessed on the NCDOT website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The NCDOT maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

Firms submitting LOIs to perform the design and engineering services, permitting oversight and construction document development on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with design and engineering of sidewalk and greenway projects – 30%
2. The experience of the firm's proposed staff to perform the type of work required – 30%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – 40%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF THE LETTER OF INTEREST

All letters of interest are limited to 35 pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. **Letters of interest containing more than 35 pages will not be considered.**

SECTION I - COVER/INTRODUCTORY LETTER

The introductory letter should be addressed to Margaret Hauth, Planning Director for the Town of Hillsborough. Said letter is limited to 5 pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest.

SECTION II - EVALUATION FACTORS

This section is limited to 15 pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous Sidewalk/Greenway Design and Engineering Services experience that is focused to the type of project advertised for services [performed within last three (3) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing Sidewalk/Greenway Design and Engineering Services for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

SECTION III - SUPPORTIVE INFORMATION

This section is limited to 15 pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – Engineers, Transportation Technician III and IV levels only – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES -- CONSULTANT CERTIFICATION FORM RS-2

Completed Form RS-2 forms **SHALL** be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form)

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word “None” or the number “ZERO” and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

SELECTION PROCESS:

The selection of a private engineering firm to provide design and engineering services, permitting oversight, and construction document development on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. Town will short list private engineering firms to a minimum of three firms.
 - Pre-interview meeting and oral interview at the option of the Town.
 - Town will select a private engineering firm to provide design and engineering services, permitting oversight, and construction document development.

SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest for furnishing Sidewalk/Greenway Design and Engineering Services to the Town by 1:30 p.m. on June 3, 2013. Letters of interest received after this deadline will not be considered.

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these requirements, or to any address other than shown below they will be disqualified. No exception will be granted.

Proposals should be clearly marked as “CMAQ-Sidewalk Connections Project” and may be mailed or delivered to:

Attn: Margaret Hauth
Hillsborough Planning Department
101 E. Orange Street
PO Box 429
Hillsborough, NC 27278

Any questions concerning the advertisement should be directed to Stephanie Trueblood, Planner Town of Hillsborough at stephanie.trueblood@hillsboroughnc.org or by telephone at 919-732-1270 x 74.

1. Statements shall be irrevocable for a period of ninety (90) calendar days following the date received. The Town Board’s judgment shall be final and the right is reserved to reject any and all statements.

NOTIFICATION

The short-listed firms will be notified by June 7, 2013. Notification will not be sent to firms not short-listed.

In the event the town elects to hold Oral Interviews, interviews will be held June 13, 2013.

The firm selected will be notified by June 26, 2013. Notification will not be sent to firms not selected.

The town/county reserves the right to reject any and all Letters of Interest.